

JOB TITLE: PART-TIME RIGHT TO KNOW SPECIALIST

DEPARTMENT: TOWN MANAGER

JOB CLASSIFICATION: CLERK

AFFILIATION: NON-AFFILIATED FLSA STAT NON-EXEMPT

SUMMARY: Provides administrative support to the Town Manager's office. Responsible for a variety of administrative tasks, some complex and confidential in nature. The position includes considerable interface with Town employees, external organizations, and the public, which requires discretion and confidentiality in these dealings.

ACCOUNTABILITY: Reports directly to the Assistant Town Manager. Takes direction from the Assistant Town Manager and the Executive Assistant.

DUTIES AND RESPONSIBILITIES:

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

Responsible for handling the Town's Right to Know Requests which requires access to government records and general requests for information. Searches and redacts Town records including confidential records as required by law. Ensures compliance with RSA 91-A statute. Requires follow up and the ability to meet deadlines.

Updates and manages the Town's website. May respond/post as appropriate to routine inquiries from the public on social media platforms used by the Town.

Provides coverage for Human Services Department, Town Manager Executive Assistant, and other confidential positions.

Provides guidance to the public regarding requesting information and access to Town records. May act as the initial point of contact and proactively research and respond to inquiries.

Initiates and utilizes tracking systems to maintain document control, statutory deadlines, and organization files. Reviews, processes, and tracks all incoming correspondence. Maintains distribution lists.

Drafts and composes correspondence, notices and other documents related to administration of the Town Manager's Office, some complex and confidential in nature.

Conducts research work and prepares reports and information material for administrative use.

Performs duties with a high degree of independence exercising considerable judgment and tact in answering inquiries and determining correct courses of action.

Involved with special projects as directed.

Performs other related duties and responsibilities.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Associate degree or two years of college with a major in a business-related field, paralegal studies, or a paralegal certificate from a certified paralegal program.

Three (3) years related experience required.

Must be able to gain working knowledge of state laws and principles, practices, and techniques relating to the Town, including Right to Know and Human Services, with the ability to utilize that knowledge as appropriate.

Must have the ability to communicate effectively, both orally and in writing, with the public and coworkers in a pleasant and tactful manner, sometimes under unpleasant circumstances.

A strong proficiency with records management, office related functions, Microsoft Office suite (including Word, Excel, PowerPoint, Outlook), or similar programs and the ability to learn other computer applications. Must be proficient with technology and have the ability to learn the process of updating the Town's website.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Must have the ability to multi-task, prioritize, manage time effectively, work independently, and seek Supervisor support when necessary. Must be able to handle stressful situations in a calm and efficient manner.

Regular, consistent, and punctual attendance is an essential function of this job.

Must be a positive team player who consistently exhibits a professional and courteous manner.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Regularly Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Never Required

CARRY up to 10 lbs:	Regularly Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Never Required

REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Occasionally Required
REACH below shoulder height:	Regularly Required

PUSH/PULL:	Regularly Required
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HAND MANIPULATION

Grasping:	Regularly Required
Handling:	Regularly Required
Torquing:	Occasionally Required
Fingering:	Occasionally Required
Controls and Equipment:	Regularly Required
Environment:	Inside <u>100%</u> Outside _____

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling	Never Required
Squatting	Never Required
Kneeling:	Never Required
Crouching:	Occasionally Required
Climbing:	Regularly Required
Balancing:	Rarely Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<div style="border: 1px solid black; padding: 2px;">1</div>	2	3	4	5	6	7	8	1	2	3	4	<div style="border: 1px solid black; padding: 2px;">5</div>	6	7	8
Stand	1	2	3	4	5	6	7	8	<div style="border: 1px solid black; padding: 2px;">1</div>	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	<div style="border: 1px solid black; padding: 2px;">1</div>	2	3	4	5	6	7	8

(Percentage spent daily)